

<<<<<<<<<<<<<<<<<<<THIS FORM IS NOT FOR DTS-FUNDED TRAVEL>>>>>>>>>>>>>>>>>>>

FAX TO: 423-1743

ATTN: SATOTRAVEL

TAD/TDY TRAVEL REQUEST WORKSHEET

DATE: _____

FOR AN ONLINE FORM SEE www.psdph.navy.mil (go to FORMS, NAVPTO, TDY WORKSHEET)

*** NOTE: BUSINESS STARTS/ENDS – DATE & TIME – ARE NECESSARY TO PROCESS THIS REQUEST ***

COMMAND:		POC:		PHONE EXT:		FAX:		EMAIL:			
PASSENGER NAME: (LAST, FIRST) NAME ENTERED MUST MATCH PHOTO I.D.			RANK/GRADE:		TITLE: (06/GM15 & ABOVE)			SSN		DOB GENDER	
CREDIT CARD NUMBER: (HOTEL GUARANTEE GOVT VISA CARD SHOULD BE USED) CARD TYPE: NUMBER: EXP. DATE: NAME ON CARD:					FOR INTERNATIONAL TRAVEL ARE YOU IN POSSESSION OF PASSPORT OFFICIAL <input type="checkbox"/> YES <input type="checkbox"/> NO DATE ISSUED: NUMBER: TOURIST <input type="checkbox"/> YES <input type="checkbox"/> NO DATE ISSUED: NUMBER:				SEATING: <input type="checkbox"/> AISLE <input type="checkbox"/> WINDOW <input type="checkbox"/> OTHER (SPECIFY) _____		
LEAVE DESTINATION(S): (IF APPLICABLE)					CAR NEEDED @ LEAVE SITE: HOTEL NEEDED @ LEAVE SITE:						

FROM (CITY)	TO (CITY)	REQTD TRAVEL (DATE/TIME)	UPON ARRIVAL	LODGING	CAR
			TAD COMMAND SITE: BUSINESS (DATE/TIME): STARTS: ENDS:	BQ NAME OR BASE DIRECTED TO: HOTEL NAME: (PREFERENCE) SCHOOL: <input type="checkbox"/> YES <input type="checkbox"/> NO	OFFICIAL <input type="checkbox"/> COMPACT <input type="checkbox"/> MID-SIZE <input type="checkbox"/> FULL-SIZE <input type="checkbox"/> MINI VAN <input type="checkbox"/>
			TAD COMMAND SITE: BUSINESS (DATE/TIME): STARTS: ENDS:	BQ NAME OR BASE DIRECTED TO: HOTEL NAME: (PREFERENCE) SCHOOL: <input type="checkbox"/> YES <input type="checkbox"/> NO	OFFICIAL <input type="checkbox"/> COMPACT <input type="checkbox"/> MID-SIZE <input type="checkbox"/> FULL-SIZE <input type="checkbox"/> MINI VAN <input type="checkbox"/>
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			TAD COMMAND SITE: BUSINESS (DATE/TIME): STARTS: ENDS:	BQ NAME OR BASE DIRECTED TO: HOTEL NAME: (PREFERENCE) SCHOOL: <input type="checkbox"/> YES <input type="checkbox"/> NO	OFFICIAL <input type="checkbox"/> COMPACT <input type="checkbox"/> MID-SIZE <input type="checkbox"/> FULL-SIZE <input type="checkbox"/> MINI VAN <input type="checkbox"/>

ADDITIONAL REMARKS:

PRIVACY ACT STATEMENT: THE INFORMATION REQUESTED ON THIS FORM IS PROTECTED UNDER AUTHORITY OF T U.S.C. 552a AND THE JOINT TRAVEL REGULATIONS TO PROVIDE A MEANS OF MAKING TRAVEL ARRANGEMENTS. THE FORM IS USED AS A GUIDE FOR PREPARING AN ACCURATE TRAVEL ITINERARY AND REMAINS PART OF THE RETAIN FILE. DISCLOSURE OF REQUESTED INFORMATION IS VOLUNTARY, HOWEVER COMPLETION OF THIS FORM IS NECESSARY BEFORE TRANSPORTATION CAN BE AUTHORIZED. FAILURE TO PROVIDE ANY OF THE REQUESTED INFORMATION MAY RESULT IN DISAPPROVAL OF TRAVEL REQUEST.